

Paralegal

Job Description



Who are we?

We are a female-founded scale-up, currently made up of around 80 AltoVitians. Our fully-remote team hails from 14 different countries and collectively speaks 18 languages. Most of the time, it is our differences that are celebrated (whether they are in cultures, personalities, preferences or passions). However, despite those differences, there are a few principal attributes that we share which define an AltoVitian. AltoVitians are tenacious, humble, and thoughtful. Being humble is important because it enables us to keep learning every day, and tenacity is necessary because in a high performing environment as fast-paced as AltoVita, taking it slow is simply not an option!

Today is a particularly exciting time to join our team, we closed our Series A financing round in late 2022 and will be starting the Series B rounds in the coming year. This next chapter won't always be a smooth ride, but it will be filled with innovation, excitement and opportunities, so if you are ready for the challenge (and the fun!) of growing with us, we would love to hear from you.

What we do

AltoVita is a multi-award winning accommodation platform that enables enterprises to consolidate accommodation programmes through the power of proprietary technology paired with a human centric approach.

AltoVita's unique offering sets us apart in the market, providing a network of 7 million+ verified and vetted properties are all duty of care compliant, backed by a four-tier quality control process; located in over 35.000 cities & 165 countries world-wide. With our award-winning enterprise software and human-centric approach, we deliver smart and sustainable solutions to global talent mobility & business travel managers worldwide.

Our Client Development team plays a vital role as trusted advisors and partners to our clients. Embodying our consultative philosophy, this dedicated team proactively shares new market insights, analyzes data, and empowers our clients with the tools and knowledge to make informed decisions, ensuring our clients are always equipped to make the best choices for their corporate housing needs.

AltoVita's technology provides a cloud-based bridge between the highly fragmented property distribution system and multinational Global 2000 companies. A proprietary two-way API integration with a standardised sourcing process reduces the legacy, inefficient 48-to-72-hour bidding process down to a few minutes, saving valuable time and money.

Corporate clients love the bespoke user interface seamlessly configured to their mobility policies, and employees enjoy a greater sense of choice and support in their relocation journey.

About the role

The Paralegal will be responsible for overseeing and managing the legal aspects of our business, including contracting, entity administration, compliance, and corporate governance.

Key Responsibilities

- Review contract terms, conditions, and risk management to ensure company interests are protected.
- Review, draft and negotiate commercial contracts across clients and hospitality partners
- Oversee the setup, maintenance, and creation/dissolution of legal entities as required to support business operations
- Identify and mitigate risks and liabilities across all locations, ensuring compliance with statutory and regulatory obligations.
- Develop, implement, and monitor compliance programs to ensure alignment with industry standards and legal requirements.
- Collaborate with other departments to ensure company-wide compliance on relevant issues, including data protection and employment law.

Requirements

- Minimum of 3-5 years of relevant legal experience, preferably within the hospitality sector or Saas
- Comfortable working in a fast-paced and entrepreneurial environment managing a diverse range of legal tasks from execution to strategy.
- Strong problem-solving skills and ability to think on your feet
- Strong communication skills and the ability to explain complex legal matters to non-legal stakeholders.
- A proactive approach, with the ability to work independently and prioritise effectively.

Ways of Working

AltoVita is a fully remote team. Although we have regular touch-points throughout the week, organise off-sites in several locations, trust is essential for us to work effectively as a team. Our founders empower us to make decisions autonomously, and in turn expect that we also empower our direct reports.

Join our Team

AltoVita is the sum of every member of the team. We know that a strong team is a diverse team, and are therefore committed to being an equal opportunity employer, so please bring all of yourself to the interviews and most importantly to our team.

Becoming an AltoVitian means you will benefit from:

- A team that will always put you first
- Incredible opportunities for growth and career advancement
- A fully-remote working environment



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- Wellness benefits and a wellness budget, which can be spent on a range of options including gym memberships, home meal delivery services, mindfulness applications, and many more
- A work-from-home allowance to get your home-office set up
- A generous vacation package so you can recharge or explore

To apply, click [here](#)